

# Union Catholic HS Transcript Request and Release Form

Student Name: \_\_\_\_\_ School Counselor: \_\_\_\_\_

**\*Allow at least 3 weeks for processing of all documents!\***

PLEASE **READ** AND **CHECK**  **ALL BOXES** PRIOR TO SUBMITTING TO THE SCHOOL COUNSELING OFFICE VIA EMAIL ([transcripts@unioncatholic.org](mailto:transcripts@unioncatholic.org)):

- The **Student Brag Sheet, Parent/Guardian Brag Sheet, Teacher Prompt Surveys, and Resume** are completed on Naviance.
- The following colleges have been added to the “colleges I’m thinking about” list on Naviance.
- If required, official **SAT** ([www.collegeboard.org](http://www.collegeboard.org)) and/or **ACT** ([www.actstudent.org](http://www.actstudent.org)) **scores** have been sent to colleges. ***UC does not report scores!***
- The **Letter of Recommendation Requests** have been submitted via Naviance.
- Each page** of the Transcript Request and Release Form is signed by a parent/guardian. After initial request, please submit Page 2 of this form for every 5 additional colleges.

**List teacher recommenders in priority order:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

As Parent/Guardian of the above named student, I hereby authorize the School Counseling Department of Union Catholic Regional High School to release my student’s official transcript record to the above institution and/or scholarship agency for academic/athletic purposes during the current school year. The transcript consists of: courses taken, grades earned, GPA, & class rank. Mid-year reports listing your student’s senior year courses & the semester average in those classes will be automatically transmitted to each college. I waive my right to view confidential letters of recommendation & forms completed by the school under the terms of the Family Education Rights & Privacy Act (FERPA).

**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

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Student Name: \_\_\_\_\_

School Counselor: \_\_\_\_\_

**SEND TRANSCRIPT TO:**

College/University/Organization/Scholarship \_\_\_\_\_

City, State \_\_\_\_\_

Admissions Type & College-Appointed **Deadline:** \_\_\_\_\_

- Early Decision       Early Action       Rolling       Regular

How are you applying to this College/University/Organization/Scholarship?

- Common App       Coalition Application       School-specific application       Paper via US Mail

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**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

FOR OFFICE USE ONLY: \_\_\_\_\_  
Teacher 2 \_\_\_\_\_  
Teacher 1 \_\_\_\_\_  
Counselor Rec \_\_\_\_\_  
Midyear \_\_\_\_\_  
Courses \_\_\_\_\_  
Tx \_\_\_\_\_  
Date submitted on Naviance \_\_\_\_\_  
Counselor signature \_\_\_\_\_  
Date rec'd \_\_\_\_\_